



Permit Type I

COMMUNITY DEVELOPMENT

806 WEST MAIN STREET
 MONROE, WA 98272
 PERMIT CENTER (360) 863.4501
www.monroewa.gov

Project Permit Types

- Administrative Interpretation
- Boundary Line Revision (SEPA exempt)
- Development Permit (SEPA exempt)
- Land Clearing/ Forest Practices (SEPA exempt)
- **Short Subdivision Final
- Site Plan Review
- **Subdivision Final
- Temporary Use

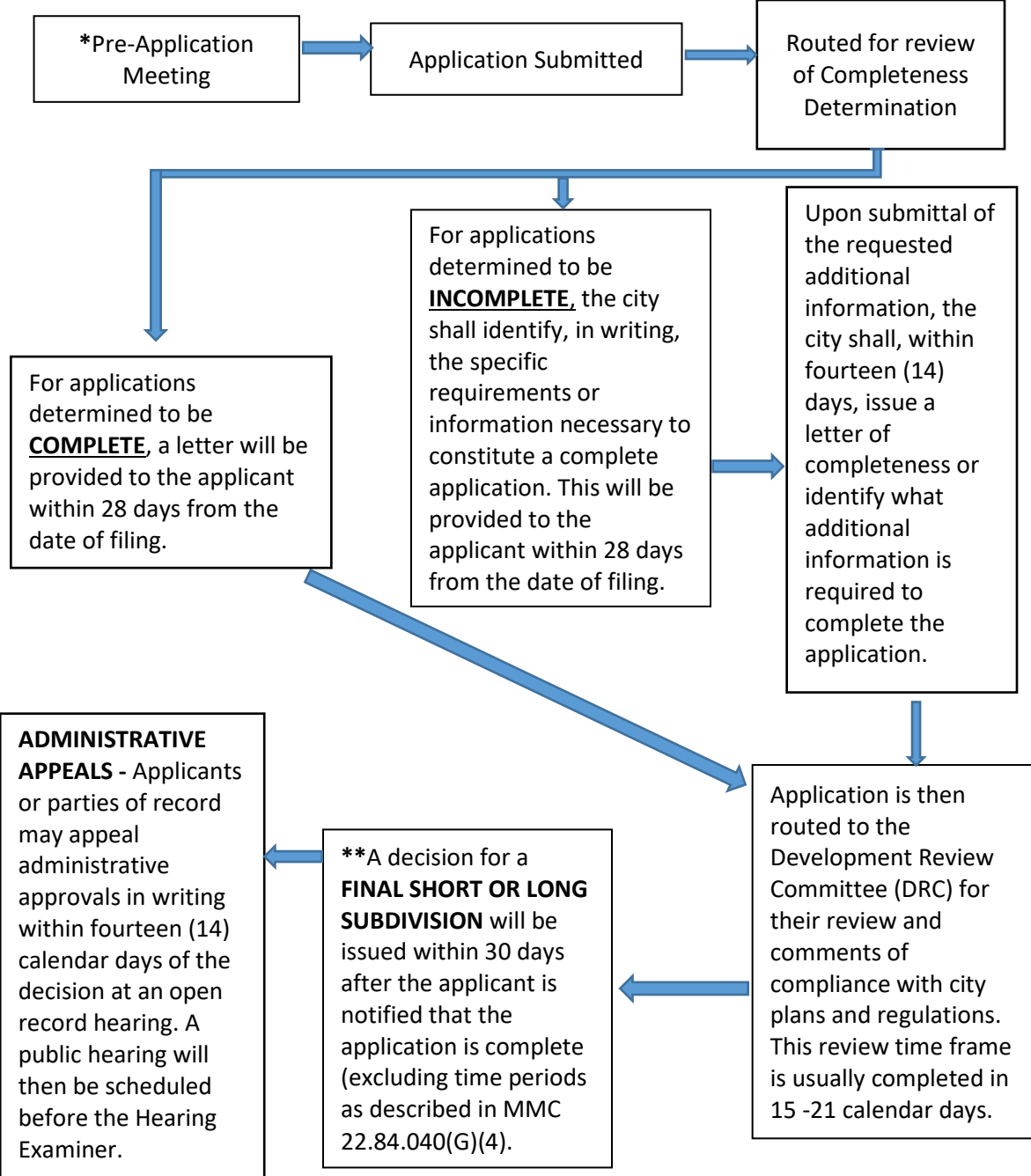
TYPE I PERMITS ARE:

Minor administrative actions and are not subject to public notice or a public hearing. Decisions on Type I actions are made by the zoning administrator.

*Pre-application meeting

Applications for Type I permits are optional but **HIGHLY ENCOURAGED**. The purpose of the pre-application meeting is to discuss the proposal, permit requirements, fees, review process, applicable plans, policies, and regulations. Pre-application checklist is available at: <http://www.monroewa.gov/512/Pre-Application-Review>

Project Permit Review Process



ADMINISTRATIVE APPEALS - Applicants or parties of record may appeal administrative approvals in writing within fourteen (14) calendar days of the decision at an open record hearing. A public hearing will then be scheduled before the Hearing Examiner.



CITY OF MONROE COMMUNITY DEVELOPMENT PERMIT DIVISION

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SITE PLAN REVIEW

MMC CHAPTER 22.58

The purpose of the site plan review process is to establish a comprehensive site plan review process that ensures compliance with the adopted plans, policies, and ordinances of the city. It is further intended to provide for the review of development proposals with respect to overall site design and to provide a means for guiding development in a logical, safe, attractive, and expedient manner. Site plan review and approval shall be required prior to the issuance of building, mechanical, plumbing, land clearing, forest practices, grading, civil, and/or other similar administrative permits, provided nothing shall be construed as preventing an applicant from submitting a complete building permit application. Subsequent permits for the subject site shall be issued only in compliance with the approved site plan review.

This checklist is to determine completeness of a submittal.
It does not verify the accuracy of materials received.

PRE-APPLICATION MEETING:

The purpose of a pre-application meeting is to provide an opportunity for initial feedback on a proposed application. The pre-application meeting is used to discuss the proposal and associated permit requirements, including the review process and fees, proposed plans, and applicable policies and regulations. Please note that a pre-application meeting is **HIGHLY ENCOURAGED** for Type I permits (**SITE PLAN REVIEW**). Pre-application meetings are nonbinding, and shall not prevent the city from enforcing all applicable codes, ordinances, and regulations in effect at the time of application. If you have any questions about what is required, or if you would like to schedule a pre-application meeting, please call the Community Development Department at 360-863-4501.

SUBMITTAL OPTIONS:

- **ELECTRONIC** Submittals can be made electronically by requesting a Sharefile link at landuse@monroewa.gov. Please see the General Guidelines (*attached*) for electronic submittals.
- **IN PERSON** If you prefer to submit hard copies in person at City Hall, please call the Permit Center @ 360-863-4501 for an intake appointment. If making application in person, please provide (1) original plus (1) copy of all checklist items in addition to a CD with individual PDFs of each of the required items.

SUBMITTAL CHECKLIST:

Below is a checklist of items that must be submitted as part of your **SITE PLAN REVIEW APPLICATION**. In addition to the items in the development design standards for the specific permit types, the following items are required in order for a complete application submittal. An applicant for a land use permit shall also demonstrate that the proposed development complies with any applicable regulations and decision criteria.



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- APPLICATION FORM.** A completed and signed City of Monroe Combined Permit Application form.
- FEES.** Payment of all applicable fees, as established by the City's current fee schedule.
- VICINITY MAP.** A vicinity map on 8.5" X 11" paper showing the location of the project with respect to public streets and other parcels and development.
- WRITTEN PROJECT NARRATIVE.** A project narrative describing the proposal, which includes the following information:
 - a. The title and location of the proposed development, if applicable.
 - b. The names, addresses, and telephone numbers of the record owner(s) of the land;
 - c. The names, addresses, and telephone numbers of any architect(s), planner(s), designer(s), and/or engineer(s) responsible for the preparations of the plan, if applicable;
 - d. The names, addresses, and telephone numbers of any authorized representative(s) of the applicant;
 - e. The existing zoning district of the proposed development site and any other zoning district within three hundred feet of the site;
 - f. The existing and proposed use(s) of the land and buildings;
 - g. A description of each commercial and industrial use, if applicable;
 - h. The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure covering land, and the total amount of square feet in the entire proposed development site;
 - i. The proposed number of dwelling units and number of bedrooms in the development, if applicable; and
 - j. The proposed number of square feet in gross floor area for each commercial and industrial use, if applicable.
- SITE PLAN.** A site plan drawing or drawings at a scale of not less than one inch for each fifty feet (1" = 50') which shall include or show:
 - a. The location of all existing and proposed structure, including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property;
 - b. The boundaries of the property proposed to be developed;
 - c. All proposed and existing buildings and setback lines;
 - d. The locations of all critical areas and their associated buffers, if any;
 - e. All areas, if any, to be preserved as buffers or to be dedicated to a public, private, or community use or for open space under the provisions of this or any other city ordinance, information regarding percentage of area covered, locations, and general types of landscaping;
 - f. All existing and proposed easements;
 - g. The locations and size of all existing and proposed utility structures and lines;
 - h. The storm water drainage systems for existing and proposed structures, including the location and extent of curbs and gutters;
 - i. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads;
 - j. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces;
 - k. Traffic volumes and flows estimate to be generated by the proposed development on adjacent roads;



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- l. Location and extent of street dedication, widening or other road improvements;
 - m. Locations and extent of acceleration and deceleration lanes, if needed;
 - n. Location of traffic-control devices on and off the site;
 - o. The location of all loading spaces, including, but not limited to, loading platforms and loading docks where trucks will load or unload; and
 - p. Location and area, in square feet, of all signs, if applicable.
- TOPOGRAPHIC MAP.** A topographic map that delineates contours, both existing and proposed, at intervals of two feet, and which locates existing lakes, streams, and forested areas.
 - SEPA CHECKLIST.** An original, signed SEPA Environmental Checklist is required, unless the project is categorically exempt. Please consult with a planner if you are unsure if the project is exempt.
 - CRITICAL AREAS STUDY.** If the site is constrained by critical areas, provide a critical areas study prepared by a qualified professional, as subject to the requirements of MMC 22.80.070, Critical Areas Studies (If applicable).
 - SNOHOMISH HEALTH DISTRICT APPROVAL(s).** The written approval(s) of the Snohomish Health District (If required).

ANY OTHER ITEMS DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.



Community Development
Permit Division

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

FOR OFFICE USE ONLY
PERMIT FILE #
APPLICATION #
SEPA #

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS
MONDAY - FRIDAY 8:00 - 12:00 / 1:00 - 5:00

Building Operations Fire Land Use
[] Basic SFR [] Engineering Review [] Fire Alarm [] Type I Permit
[] Commercial T/I [] Fencing [] Fire Sprinkler [] Type II Permit
[] Demolition [] Grading [] High Piled Storage [] Type III Permit
[] Garage/Carport [] Retaining wall [] Hood Suppression [] Type IV Permit
[] Mechanical [] Rockery [] Operational [] See permit types listed on
[] New Construction (Commercial/Residential) [] Right-of-Way Disturbance [] Spray Booth attached form
[] Plumbing [] Utility Service [] Tents & Canopies [] Other
[] Racking [] Other [] Other
[] Residential Remodel
[] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location:

Size of site (acre/square feet):

Assessor's Tax Parcel Number (14 digits):

Applicant: Phone #

*Signature: Printed Name:

Mailing Address: Fax #

City State Zip E-mail

Property Owner: Phone #

**Signature: Printed Name:

Mailing Address: Fax #

City State Zip E-mail

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

**Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

City of Monroe
Land Use Permit Application- Page 2



Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

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Planning Application Fee: _____ Publication Fee: _____

Fire Plan Check Fee: _____ Mailing Fee: _____

SEPA Fee: _____ Technology Fee: _____

Hearing Examiner Deposit required (\$2,500.00):

Consultant review fee (if applicable) – Deposit for estimated cost + 10% Admin fee:

TOTAL FEES: _____



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Table 22.84.060(B)(1): Project Permit Types

Type I	Type II	Type III	Type IV
Administrative Interpretation	Accessory Dwelling Unit	Administrative Approval (when a Conflict of Interest Exists)	Comprehensive Plan Amendment
Boundary Line Revision (SEPA exempt)	Binding Site Plan - Final	Conditional Use	Unified Development Regulations Amendment
Development Permit (SEPA exempt)	Binding Site Plan - Preliminary	Reasonable Use Exception	Area-Wide Zoning Map Amendment (Area-Wide Rezone)
Land Clearing/ Forest Practices (SEPA exempt)	Boundary Line Revision (not SEPA exempt)	Removal of a Six-Year Development Moratorium	Pre-Annexation Zoning ³
Short Subdivision - Final	Development Permit (not SEPA exempt)	Shoreline Conditional Use Permit ²	
Site Plan Review	Land Clearing/ Forest Practices (not SEPA exempt)	Shoreline Variance ²	
Subdivision - Final	SEPA Threshold Determination/EIS Adequacy ¹	Site-Specific Zoning Map Amendment (Site-Specific Rezone)	
Temporary Use	Shoreline Substantial Development	Subdivision - Preliminary	
	Short Subdivision - Preliminary	Variance	
	Single-Family Dwelling Exception to Development Moratoria	Variance from Flood Hazard Regulation	

Table Notes:

1. Appeals based on the substantive authority of SEPA for conditions imposed outside the threshold determination process are appealable to the city council, as required by RCW 43.21C.060. Otherwise, appeals of SEPA threshold determinations and EIS adequacy are considered procedural determinations and therefore appealable to the hearing examiner per WAC 197-11-680(3)(iv).
2. Shoreline conditional use permits and variances require final approval by the Department of Ecology per MMC Chapter 22.82, Shoreline Management.
3. City council shall hold two public hearings for a prezone application, as consistent with RCW 35A.14.340.



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General Requirements

The City of Monroe has determined that the following minimum submittal standards must be met to consider permit application submittal documents sufficient for review.

Q: Which file types are acceptable for electronic submittals?

A: All electronic submittals must be in Portable Document Format (PDF).

Q: Are there any specific requirements for my PDF submittal documents?

A: Yes, please refer to the list below when creating your PDF submittal documents.

- Each submittal document uploaded to the ShareFile link provided by the Permit staff must be a separate PDF. To request a link to upload your submittal documents, please email your request to building@monroewa.gov / landuse@monroewa.gov or call the Permit Center at (360) 863-4501.
- Ensure all layers are flattened in the authoring program prior to export and submittal. Scanned documents are inherently flattened.
- Orient all sheets so the top of the page is always at the top of the computer screen (right side up).
- All documents must be titled using the nomenclature below:
 - ✓ Project Title
 - ✓ Lot # (if applicable)
 - ✓ Document Title
 - ✓ Examples: MonroePlat_WetlandReport **(OR)** MonroePlat_Lot3_SitePlan

Q: What are the requirements for design professional signatures on electronic documents?

A: Permit submittals, which require the signature of a licensed design professional, may be submitted electronically, provided the signed document is submitted as a “flattened” PDF such that all layers of text, graphics, and content are merged into a single graphic entity. See security settings below for more information. See *Guidelines for Electronic Documents* on the [DOL website](#). Refer to [18.43 RCW](#), [18.210 RCW](#), [196-23 WAC](#) and [196-33 WAC](#) for more information.

Q: May I apply security settings to my submitted documents?

A: Electronic documents submitted for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents the city from completing the review and permit-issuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.

NOTE: All electronic documents submitted to the City of Monroe and on line are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

Q: Are there any specific drawing scale requirements?

A: Yes, please refer to the following list when considering your drawing scale.

BUILDING PLANS

- The minimum allowed scale for submittal drawings is $1/4" = 1'$.
- The use of a $1/8" = 1'$ scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of $1/4" = 1'$.

SITE PLAN

- For all projects, the site plan must have a north arrow and drawn at a scale of not less than $1" = 50'$ unless property size makes this impractical.

PRELIMINARY AND/OR FINAL PLAT

- The minimum allowed scale for plans is $1" = 100'$ unless property size makes this impractical.
- All supplemental and preliminary plat plans must have a north arrow provided.

CIVIL CONSTRUCTION DRAWINGS

- For drawings using a horizontal scale of not less than $1" = 50'$ and a vertical scale of not less than $1" = 10'$.
- Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
- A smaller scale may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.

Q: Are there minimum drawing quality standards?

A: Yes, please refer to the list below when preparing your PDF submittal documents.

- Drawings must be easy to read and free of extraneous information or markings.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- All code information must be conveyed in a clear and legible manner for review and field inspection purposes.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 10 pt. or $3/32"$ for CAD prepared documents.
- Scanned hand drawn documents must be legible in font and drafting.

Q: Are there any specific drawing size requirements?

A: Yes, please refer to the following list when considering your drawing size.

- For **minor residential remodel** permit applications the minimum sheet size is $11" \times 17"$ and for **commercial building, preliminary plat and all other applications** the sheet size is $18" \times 24"$ with margins at $2"$ on the left and $1/2"$ for the others, when viewed in landscape orientation. Sheet size must not reduce the required minimum drawing scale.

NOTE: All electronic documents submitted to the City of Monroe and are subject to public disclosure laws.



Electronic Document General Standard Guidelines

July 2019

- Smaller sheet sizes for permit applications may be acceptable in certain cases. Please contact the Permit Center for specific approval prior to submittal.
- Approved plans that are provided onsite for the field inspector must be printed at full size to scale ***IN COLOR***.

Q: Are there any other specific drawing requirements?

A: Yes, please refer to the following list for ***BUILDING CONSTRUCTION DRAWINGS*** orientation and layout.

- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts (except those allowed in Basic Plans), irrelevant notes and unused details must not be included in the plan set.
- Remove all references to “NOT FOR CONSTRUCTION” or similar language.
- Plan sets must be fully dimensioned.
- Mirrored plans will ***NOT BE*** accepted.
- For residential projects, the site plan must have a north arrow. Where the floor plan(s) orientation does not match the site plan, north arrows must also be provided on the floor plan(s).
- For commercial projects a north arrow must be provided on all architectural site plans and building floor plan sheets.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Building plans and Civil Engineered drawings must correspond to the site topographic conditions.

A: Yes, please refer to the following list for ***LAND USE DRAWINGS*** orientation and layout.

- Plan sets must be fully dimensioned.
- All supplemental and preliminary plat plans must have a north arrow provided.
- Elevation views must be labeled as North, South, East and West as appropriate. Final grade should be accurately depicted on the elevation views.
- Civil Engineered plans must correspond to the site topographic conditions.

Q: Is it acceptable for my PDF submittal to be a scanned document?

A: PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution which ensures the pages are legible when viewed on a computer screen and when printed.

Scanning must be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. Full-photo scan settings for copies must be avoided.

Q: Are there any specific drawing layout suggestions?

A: Yes, the following suggestions can help reviewers navigate your submittal documents more efficiently.

- A title block should be located on the right-hand side of each page. The title block should include page numbers that are unique to each page and provide a logical sequence of drawings.

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Electronic Document General Standard Guidelines

July 2019

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- As much as practicable, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
 - Locate the title block in the same location on all drawings. This allows approval stamps to be applied more efficiently.
 - The building orientation should be the same across all architectural, structural and MEP drawings.

Q: Are there any additional suggested navigational enhancements for my PDF submittal?

A: The use of a coversheet index, bookmarks and hyperlinks are strongly encouraged when there are multiple pages within the PDF submittal.

- A drawing index provided on the cover page should be specific to the drawing submittal.
- Bookmarks should match the index sequence.
- Bookmarks should be named in a way so the reviewer can quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.

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